

City of Willoughby Hills

Interoffice Memo

Date: June 19, 2015

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FJB*

Subject: 2015 Operating Budget Revisions –
Police Department Request to Purchase 2 New Vehicles

The 2015 approved operating budget provided funding for the purchase and equipping of two vehicles by the Police Department. Those vehicles were ordered through the State of Ohio Cooperative Purchasing Program seven months ago. As of today, the Police Department still has not received delivery.

Because of the long lead time between ordering and receiving these vehicles from the Ford Motor Company, Chief Collins in the attached memorandum to the Safety Director dated June 18, 2015 is requesting the authority to order two additional vehicles today, rather than waiting for the 2016 budget, in the hopes that these vehicles will be delivered and placed into service in early 2016.

The proposed vehicle acquisition will also be purchased without public bidding through the State of Ohio Cooperative Purchasing Program. The estimated cost of purchasing and equipping these two patrol cars is approximately \$84,100. Funding for this acquisition will be provided by the unobligated carryover fund balance of the Safety Forces Special Revenue Fund No. 234.

The attached schedule revises the 2015 appropriation of the Safety Forces Special Revenue Fund No. 234 by \$84,100, from \$5,118,900 to \$5,203,000 to provide for the requested purchase and equipping of two new police vehicles. If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding either the need for the vehicles or the vehicles themselves, please contact either Police Chief Chris Collins or Mayor/Safety Director Robert Weger.

Attachments (2)

C: Chris Collins, Chief of Police
Debbie Doles, Assistant Finance Director

POLICE DEPARTMENT MEMORANDUM

TO: Mayor/Safety Director Robert M. Weger

FROM: Chief Christopher J. Collins

DATE: June 18, 2015

RE: **Additional 2015 Police Car Purchase Request**

1. Because it's taken more than seven months to receive our new police cars ordered this year, I would respectfully request an ordinance approving the purchase of two (2) additional Ford police cars for Budget Year 2015, rather than waiting until 2016. We have several vehicles with higher than normal miles and I believe it would be unwise to wait until next year to order more cars. This purchase would be made through the State of Ohio Cooperative Purchasing Agreement Contract No. RS901214, effective 10/11/2013 to 09/30/2014, renewed through 09/30/2015, as follows:

2 - 2015 Ford Utility Police Interceptors from StateWide Ford, 1108 West Main Street, Van Wert, OH 45891, cost with options and delivery \$25,867.50 each for a total vehicle purchase price of \$51,735.00. These cars will be assigned to our patrol division.

2. The vehicle purchase price does not include the cost of police emergency equipment, equipment changeovers, installation, painting and police decaling estimated as follows:
 - a. Police Equipment Purchase & Installation Statewide Emergency \$20,234.00
 - b. Painting and Decals \$1,600.00
 - c. 2 - COBAN Edge In-Car Camera Units \$10,500

The total budget request for our 2015 police vehicles is \$84,065.00

3. Please contact me if you have any questions or need more information. Thank you.

cc: Finance Director
File

WHPD Car Mileage Report June 2, 2015									
UNIT #	DESCRIPTION	PLATE	VIN	MILEAGE	ASSIGNED	ROTAT	RADAR	LASER	MDC
770	2009 Dodge Durango	DZV8071	1D8HB48T99F712781	113,249	Chief	Bldg			
771	2012 Chevy Tahoe		1GNLC2E09CR257139	50,965	Sergeant		MPH	Yes	Coban M700 (Win7) Coban
772	2013 Dodge Charger		2C3CDXAT8DH706769	47,779	Sergeant	775	MPH	Yes	Coban Edge
773	2014 Dodge Charger		2C3CDXAT7EH366645	18,171	Patrol		MPH	Yes	Coban Edge
774	2011 Dodge Charger		2B3CL1CT8BH551857	107,769	Patrol	Auction	MPH	Yes	Coban VMDT (XP)
775	2012 Dodge Charger		2C3CDXAT4CH205165	73,030	Patrol	777	MPH	Yes	Coban M700 (Win7) Coban
776	2010 Chevy Tahoe		1GNUKAE00AR285703	91,773	Patrol		MPH	Yes	Coban Edge
777					P/T Patrol				
778	2012 Dodge Charger		2C3CDXAT2CH205164	80,436	P/T Patrol		Stalker	Yes	Coban M700 (Win7) Coban
779	2011 Dodge Charger		2B3CL1CTXBH551858	93,259	Court/Traffic	Auction	MPH	Yes	Coban VMDT (XP)
780					P/T Patrol				
K1	2013 Dodge Charger	K1	2C3CDXAT6DH706768	33,986	Canine Unit		MPH	Yes	Coban Edge Pana
K2	2013 Chevy Tahoe	K2	1GNLC2E0XDR306348	38,425	Canine Unit		MPH	Yes	Coban Edge Pana
K3	2014 Dodge Charger	K3	2C3CDXAT1EH223707	21,285	Canine Unit		MPH	Yes	Coban VMDT (XP)
D1	2010 Chevy Impala	FQJ4046	2G1WD5EM9A1259432	59,958	Detective				
D2	2013 Dodge Avenger	EBV6371	1C3CDZAG3DN749518	16,599	Detective				

Appropriations					
Fund/Activity			Current Appropriation	Increase/ (Decrease)	Revised Appropriation
110		GENERAL FUND Appropriation			
110	110	General Fund - Administration			
		Personnel	\$413,000	\$0	\$413,000
		Benefits	99,000	0	99,000
		Operations & Maintenance	795,300	0	795,300
Total			\$1,307,300	\$0	\$1,307,300
110	120	General Fund - Court			
		Personnel	\$33,600	\$0	\$33,600
		Benefits	5,800	0	5,800
		Operations & Maintenance	38,200	0	38,200
Total			\$77,600	\$0	\$77,600
110	234	General Fund - Safety Forces			
		Transfer to Safety Forces SR Fund 234	\$4,084,800	\$0	\$4,084,800
Total			\$4,084,800	\$0	\$4,084,800
110	350	General Fund - Service Department			
		Personnel	\$8,000	\$0	\$8,000
		Benefits	2,900	0	2,900
		Operations & Maintenance	\$214,100	\$0	\$214,100
		Transfer To SCMR SR Fund 250	617,900	0	617,900
Total			\$842,900	\$0	\$842,900
110	460	General Fund - Recreation			
		Transfer To Recreation SR Fund 280	\$29,000	\$0	\$29,000
Total			\$29,000	\$0	\$29,000
110	465	General Fund - Community Center Operations			
		Personnel	\$46,200	\$0	\$46,200
		Benefits	7,200	0	7,200
		Operations & Maintenance	137,300	0	137,300
Total			\$190,700	\$0	\$190,700
110	570	General Fund - Building Department			
		Personnel	\$89,100	\$0	\$89,100
		Benefits	30,100	0	30,100
		Operations & Maintenance	15,300	0	15,300
Total			\$134,500	\$0	\$134,500
110		General Fund - Total			
		Personnel	\$589,900	\$0	\$589,900
		Benefits	145,000	0	145,000
		Operations & Maintenance	1,200,200	0	1,200,200
		Transfer to Other Funds	4,731,700	0	4,731,700
TOTAL - GENERAL FUND			\$6,666,800	\$0	\$6,666,800
200		SPECIAL REVENUE FUNDS			
202		FEMA Grants Fund			
		Operations & Maintenance	\$0	\$0	\$0
Total			\$0	\$0	\$0
203		Law Enforcement Grants Fund			
		Personnel	\$0	\$0	\$0
		Benefits	0	0	0
		Operations & Maintenance	0	0	0
		Advance Repayment To Law Enforcement Trust Fund 800	0	0	0
Total			\$0	\$0	\$0
210		Court Improvement Fund			
		Personnel	\$48,900	\$0	\$48,900
		Benefits	27,500	0	27,500
		Operations & Maintenance	4,500	0	4,500
Total			\$80,900	\$0	\$80,900

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Appropriations				
Fund/Activity		Current Appropriation	Increase/ (Decrease)	Revised Appropriation
110	GENERAL FUND			
215	Veterans Memorial Fund			
	Operations & Maintenance	\$1,500	\$0	\$1,500
	Total	\$1,500	\$0	\$1,500
218	Community Center Donation Fund			
	Operations & Maintenance	\$200	\$0	\$200
	Total	\$200	\$0	\$200
220	Police Pension Fund			
	Benefits	\$78,200	\$0	\$78,200
	Operations & Maintenance	1,000	0	1,000
	Total	\$79,200	\$0	\$79,200
234	Safety Forces Fund			
234 110	Administration			
	Operations & Maintenance	\$33,000	\$0	\$33,000
	Total	\$33,000	\$0	\$33,000
234 230	Police Department			
	Personnel	\$1,980,500	\$0	\$1,980,500
	Benefits	564,700	0	564,700
	Operations & Maintenance	388,300	84,100	472,400
	Advance To Employee Termination SR Fund 296	13,500	0	13,500
	Total	\$2,947,000	\$84,100	\$3,031,100
234 235	Dispatchers			
	Personnel	\$359,700	\$0	\$359,700
	Benefits	145,900	0	145,900
	Operations & Maintenance	177,400	0	177,400
	Transfer To Debt Service Fund 310	0	0	0
	Total	\$683,000	\$0	\$683,000
234 240	Fire Department			
	Personnel	\$789,200	\$0	\$789,200
	Benefits	310,500	0	310,500
	Operations & Maintenance	258,500	0	258,500
	Transfer To Fire Levy SR Fund 240	41,200	0	41,200
	Transfer To Debt Service Fund 310	56,500	0	56,500
	Advance To Employee Termination SR Fund 296	0	0	0
	Total	\$1,455,900	\$0	\$1,455,900
234	Safety Forces Special Revenue Fund - Total			
	Personnel	\$3,129,400	\$0	\$3,129,400
	Benefits	1,021,100	0	1,021,100
	Operations & Maintenance	857,200	84,100	941,300
	Transfer to Other Funds	111,200	0	111,200
	TOTAL - Safety Forces Fund	\$5,118,900	\$84,100	\$5,203,000
240	Fire Levy			
	Personnel	\$551,800	\$0	\$551,800
	Benefits	87,500	0	87,500
	Operations & Maintenance	17,800	0	17,800
	Total	\$657,100	\$0	\$657,100
250	Street Construction, Maintenance & Repair Fund			
	Personnel	\$259,500	\$0	\$259,500
	Benefits	96,200	0	96,200
	Operations & Maintenance	1,540,500	0	1,540,500
	Transfer To Pleasant Valley Bridge Maintenance Capital Fund 443	30,000	0	30,000
	Total	\$1,926,200	\$0	\$1,926,200
260	State Highway Fund			
	Operations & Maintenance	\$28,500	\$0	\$28,500
	Total	\$28,500	\$0	\$28,500

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Appropriations				
	Fund/Activity	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
110	GENERAL FUND			
270	Road Levy Fund			
	Personnel	\$217,700	\$0	\$217,700
	Benefits	85,700	0	85,700
	Operations & Maintenance	397,700	0	397,700
	Transfer To Debt Service Fund 310	71,700	0	71,700
	Total	\$772,800	\$0	\$772,800
280	Recreation Operations Levy			
	Personnel	\$14,500	\$0	\$14,500
	Benefits	2,300	0	2,300
	Operations & Maintenance	48,000	0	48,000
	Transfer To Rec. Capital Project Fund 460	11,000	0	11,000
	Total	\$75,800	\$0	\$75,800
285	Park Maintenance Fund			
	Personnel	\$24,500	\$0	\$24,500
	Benefits	5,900	0	5,900
	Operations & Maintenance	11,600	0	11,600
	Total	\$42,000	\$0	\$42,000
296	Employee Termination Fund			
	Personnel	\$33,800	\$0	\$33,800
	Benefits	500	0	500
	Operations & Maintenance	400	0	400
	Advance Repayment To Safety Forces SR Fund 234	0	0	0
	Total	\$34,700	\$0	\$34,700
297	W.H.I.S.P.E.R. Fund			
	Operations & Maintenance	\$5,000	\$0	\$5,000
	Total	\$5,000	\$0	\$5,000
298	Garfield Park Fund			
	Operations & Maintenance	\$4,000	\$0	\$4,000
	Total	\$4,000	\$0	\$4,000
200	Special Revenue Fund Group - Total			
	Personnel	\$4,280,100	\$0	\$4,280,100
	Benefits	1,404,900	0	1,404,900
	Operations & Maintenance	2,917,900	84,100	3,002,000
	Transfer to Other Funds	223,900	0	223,900
	TOTAL - SPECIAL REVENUE FUND GROUP	\$8,826,800	\$84,100	\$8,910,900
300	DEBT SERVICE FUNDS			
310	Bond Retirement Fund			
	Operations & Maintenance	\$2,361,200	\$0	\$2,361,200
	Total	\$2,361,200	\$0	\$2,361,200
320	Special Assessment Bond Retirement Fund			
	Operations & Maintenance	\$9,052	\$0	\$9,052
	Total	\$9,052	\$0	\$9,052
300	Debt Service Fund Group - Total			
	Operations & Maintenance	\$2,370,252	\$0	\$2,370,252
	TOTAL - DEBT SERVICE FUND GROUP	\$2,370,252	\$0	\$2,370,252

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Appropriations			
	Fund/Activity	Current Appropriation	Revised Appropriation
110	GENERAL FUND		

400	CAPITAL PROJECT FUNDS		
420	Capital Improvement Fund		
	Operations & Maintenance	\$185,000	\$0
	Transfer To Road Levy SR Fund 270	90,000	0
	Transfer To Debt Service Fund 310	75,000	0
	Total	\$350,000	\$0
423	Classic TIF Fund		
	Operations & Maintenance	\$1,500	\$0
	Transfer To Debt Service Fund 310	106,000	0
	Total	\$107,500	\$0
441	Fire Dept. Capital Project Fund		
	Operations & Maintenance	\$6,800	\$0
	Transfer To Debt Service Fund 310	110,600	0
	Total	\$117,400	\$0
443	Pleasant Valley Rd. Bridge Maintenance Fund		
	Operations & Maintenance	\$85,000	\$0
	Total	\$85,000	\$0
444	Fire Dept. Equipment Capital Project Fund		
	Operations & Maintenance	\$400	\$0
	Transfer To Debt Service Fund 310	4,600	0
	Total	\$5,000	\$0
460	Recreation Capital Project Fund		
	Operations & Maintenance	\$52,300	\$0
	Total	\$52,300	\$0

400	Capital Project Fund Group - Total		
	Operations & Maintenance	\$331,000	\$0
	Transfers to Other Funds	386,200	0
	TOTAL - CAPITAL PROJECT FUND GROUP	\$717,200	\$0

600	ENTERPRISE FUNDS		
610	Sewer Service Fund -		
	Personnel	\$134,000	\$0
	Benefits	53,600	0
	Operations & Maintenance	1,091,400	0
	Transfer to Debt Service Fund 310	295,000	0
	Total	\$1,574,000	\$0

600	Enterprise Fund Group - Total		
	Personnel	\$134,000	\$0
	Benefits	53,600	0
	Operations & Maintenance	1,091,400	0
	Transfer to Other Funds	295,000	0
	TOTAL - ENTERPRISE FUND GROUP	\$1,574,000	\$0

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Appropriations				
Fund/Activity		Current Appropriation	Increase/ (Decrease)	Revised Appropriation
110	GENERAL FUND	Appropriation		
800	TRUST & AGENCY FUNDS			
800	DEA Fund			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	100,000	0	100,000
	Transfer to Law Enforcement Fund 203	0	0	0
	Advance To Law Enforcement Grants Fund 203	0	0	0
	Total	\$100,000	\$0	\$100,000
802	Law Enforcement Trust Fund			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	65,000	0	65,000
	Total	\$65,000	\$0	\$65,000
805	Unclaimed Moneys Trust Fund			
	Operations & Maintenance	\$36,000	\$0	\$36,000
	Total	\$36,000	\$0	\$36,000
809	Petty Cash Trust Fund			
	Operations & Maintenance	\$700	\$0	\$700
	Total	\$700	\$0	\$700
819	Zoning Escrow Agency Fund			
	Operations & Maintenance	\$4,600	\$0	\$4,600
	Total	\$4,600	\$0	\$4,600
821	Construction Bond Trust Fund			
	Operations & Maintenance	\$92,100	\$0	\$92,100
	Total	\$92,100	\$0	\$92,100
823	Engineering & Inspection Trust Fund			
	Operations & Maintenance	\$103,100	\$0	\$103,100
	Total	\$103,100	\$0	\$103,100
800	Trust & Agency Fund Group - Total			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	401,500	0	401,500
	Transfer to Other Funds	0	0	0
	TOTAL - TRUST & AGENCY FUND GROUP	\$401,500	\$0	\$401,500
	TOTAL - ALL FUNDS			
	Personnel	\$5,004,000	\$0	\$5,004,000
	Benefits	1,603,500	0	1,603,500
	Operations & Maintenance	8,312,252	84,100	8,396,352
	Transfer to Other Funds	5,636,800	0	5,636,800
	TOTAL - ALL FUND GROUPS	\$20,556,552	\$84,100	\$20,640,652

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